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ODP # 0-839 DDA

Approved For Release 2001/08/07 : CIA-RDP83T00573R000300030002-7

DD/A 80-0218/4

23 June 1980

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training  
Chief, Information Services Staff, DDA

FROM: 25X1A [REDACTED]  
Chief, Management Staff, DDA

SUBJECT: FY 1983 Research and Development Program

1. The DDS&T has issued its call for FY 1983 Research and Development (R&D) requirements with a request that directorate submissions be made by 1 August 1980. Submissions will be used in structuring the Agencywide FY 1983 R&D Program. To allow time to prepare a coordinated DDA ranking, we need to receive your individual submissions in the Management Staff by 18 July.

2. I've attached the entire DDS&T Call for your information. The content and format of your submission are spelled out in attachment 2, paragraph 2.0 - Customer Requirements of the DDS&T Call. Based on our experience with the FY 1982 R&D Program, let me emphasize several points:

a. Small R&D requirements (under \$50K or so) do not fare well in the DDS&T selection process. By themselves, they just don't have the visibility to successfully compete in internal DDS&T rankings, nor do they provide much latitude for the selection of alternate approaches to solutions. The DDS&T, in developing the Agency's FY 1982 R&D Program, tended to deal with smaller R&D requirements by aggregating several of them into broad problem statements that were more attractive from their budgetary, managerial, and technical standpoint. From the DDA's standpoint, however, we found that the aggregations totally distorted Directorate rankings of our initial problem statements, and we were forced to endorse lower ranked requirements in order to obtain funding for a high ranked one. The message to us is clear. We must ensure that our problem statements (i.e., our statements of R&D requirements) are sufficiently broad so as to discourage aggregation by the DDS&T.

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FROM ATTACHMENTS

DERIVATIVE CL BY 009588  
☐ DECL ☒ REVW ON 23 Jun 00  
DERIVED FROM Multi-adse Memo fm  
C/PD/PRS/DDS&T dtd 20Jun80  
(DDS&T-2902-80)

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b. We must ensure that our formal problem statements are technically attractive to us as well as the DDS&T. We need to avoid the situation we encountered last year where several submissions were little more than requests for market surveys or applications software developments. In the absence of a definition from the DDS&T on what is (and is not) R&D, I suggest we specify in our problem statements whether we are:

(1) Seeking the development of new technology;

(2) Seeking the extension of current technology; or

(3) Looking for a new technical application of existing technology. This aspect should logically be explained in the Background section of the submission, where each of us should briefly describe the extent of our own efforts to solve the problem.

c. To the data requested by DDS&T, we ask that you add a section entitled R&D History and indicate whether this is a new or ongoing requirement. If ongoing, describe by fiscal year previously funded R&D responses from DDS&T.

d. Problem numbers will be assigned after the consolidation of problem statements is done for the Directorate. We hope that this will minimize the confusion that occurred last year in discussions between our offices, the Directorate, and the DDS&T.

3. In the Directorate consolidation and ranking process, we will again use the DDA R&D Panel that was created in 1979. The Panel, composed of OC, OS, and ODP officers and chaired by me, will review individual problem statements, come back to you for any needed clarifications, and develop a Directorate ranking that reflects the Directorate's most pressing needs. We expect there will be an ongoing dialogue with your technical officers during this process. Don Wortman will approve the final statement and ranking of Directorate needs.

4. The first attachment to this memorandum is the internal DDA schedule required to respond to the overall DDS&T schedule.

5. Please call me if you have any questions on this subject.

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Attachments:

1. Internal DDA Schedule
2. DDS&T Call for R&D Requirements

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DDA SCHEDULE FOR R&D PROPOSALS

20 June	Receive FY-83 R&D Call from DDS&T
24 June	FY-83 R&D Call forwarded to DDA offices
21 July	DDA office proposals due in Management Staff; Copies to R&D Panel Members
22 July	R&D Panel meet to review problem statements
23-25 July	Obtain clarifications/revisions/formatting of Proposals
28 July	R&D Panel meet for final ranking
31 July	Memo to DD/A for approval of ranking
1 August	DDA package to DDS&T
18 August	DDA offices advised of principal offices DDA/COTR encourage to discuss proposals with P.O./COTR - to further define proposals
10 October	Proposed R&D solutions received from DDS&T
15 October	R&D Panel review for continuity
20 October	Proposed R&D solutions to offices with request to revalidate and Reclama
3-5 November	R&D Panel rank S&T proposed solutions
10 November	Memo to DD/A for approval of ranking
14 November	DDA package to DDS&T

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